

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



March 22, 1996

ALL-COUNTY LETTER NO. 96-10

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS
ALL COUNTY CAL-LEARN COORDINATORS
ALL COUNTY NET COORDINATORS
ALL COUNTY SCC COORDINATORS
ALL COUNTY CAAP COORDINATORS
ALL COUNTY TCC COORDINATORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☒ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: QUESTIONS AND ANSWERS RELATED TO TRUSTLINE REGISTRATION

REFERENCE: ACL #95-38

The purpose of this letter is to respond to the numerous questions that resulted from the implementation of the Trustline registration requirements and to transmit copies of new and revised Trustline forms and notices. The county-administered Title IV-A child care programs impacted include the following:

- Greater Avenues for Independence (GAIN)
- Cal-Learn
- Non-GAIN Education and Training (NET)
- Supplemental Child Care (SCC)
- California Alternative Assistance Program (CAAP)
- Transitional Child Care (TCC)

Attached to this letter is a Trustline question and answer document, revised forms and notices, and a Trustline Coordinators list for all counties. We hope this information will be useful to you.

We regret the delay in releasing this letter but the massive volume of questions and the complexity of the issues involved in dealing with the Trustline registration activities required considerably more time than was initially anticipated. This letter should address the questions and concerns that were not answered during the Trustline training workshops conducted in July and August 1995. If you have any additional questions, please call Mr. Michael Fishel, Employment and Refugee Programs Branch, Child Care/Cal-Learn Section at (916) 657-3825.

Bruce Wagstaff

BRUCE WAGSTAFF
Deputy Director
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TRUSTLINE

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TRUSTLINE REGISTRATION

QUESTIONS AND ANSWERS

GENERAL REQUIREMENTS

1. WHO IS REQUIRED TO BE TRUSTLINE REGISTERED?

License-exempt child care providers serving families receiving child care assistance from the following Title IV-A child care programs:

- o Greater Avenues for Independence (GAIN)
- o Cal-Learn
- o Non-GAIN Education and Training (NET)
- o California Alternative Assistance Program (CAAP)
- o Supplemental Child Care (SCC)
- o Transitional Child Care (TCC)
- o At-Risk Child Care Program (ARCCP)--Trustline requirements for the ARCCP are administered by the California Department of Education (CDE).

2. WHO IS EXEMPT FROM THE TRUSTLINE REGISTRATION REQUIREMENTS?

The following are exempt from the Trustline requirements:

- o aunts, uncles and grandparents (including great-aunts, great-uncles and great-grandparents) of the child(ren) in care, by blood, marriage or court decree;
- o a public or private school or public recreation program as defined in Health and Safety Code, Section 1596.792; and
- o license-exempt providers serving Title IV-A families prior to the implementation of Trustline on September 1, 1995, unless there is a break-in-service of 30 calendar days or more, or the provider starts serving a new Title IV-A family.

3. HOW CAN COUNTIES TELL IF A PROVIDER IS LEGALLY EXEMPT FROM LICENSING?

The day care licensing laws concerning license-exempt providers are found in Division 2, Chapter 3.4, Section 1596.792 of the Health and Safety Code. The California Department of Social Service (CDSS) regulations promulgated as a result of these laws are found in the California Code of Regulations, Title 22, Division 12, Chapter 1, Section 101158, or Chapter 3, Section 102358.

If a county is unsure if a provider is required to have a day care license, they should contact the local Community Care Licensing Division (CCLD) district office.

4. WHY ARE THE GRANDPARENTS, AUNTS, AND UNCLES EXEMPT FROM TRUSTLINE REQUIREMENTS?

The state statute implementing Trustline was written to exclude aunts, uncles and grandparents. This is consistent with Trustline requirements in the CDE child care programs.

5. WHY ARE GREAT-AUNTS, GREAT-UNCLES AND GREAT-GRANDPARENTS EXEMPT FROM TRUSTLINE REQUIREMENTS?

The statute has been interpreted to also exclude great-aunts, great-uncles and great-grandparents from Trustline requirements.

6. DOES THE AUNT, UNCLE AND GRANDPARENT RELATIONSHIP BY MARRIAGE (i.e., STEP-AUNTS/UNCLES AND STEP-GRANDPARENTS) REMAIN EVEN WHEN THE MARRIAGE IS DISSOLVED?

No, if marriage was the only way the provider was related to the child and the marriage is now dissolved, the relationship no longer exists for Trustline purposes.

7. CAN THE COUNTY REQUEST A BIRTH CERTIFICATE OR OTHER PROOF OF RELATIONSHIP WHEN AN AUNT, UNCLE OR GRANDPARENT REQUESTS AN EXEMPTION AND THE COUNTY HAS REASON TO BELIEVE THE RELATIONSHIP IS NOT VALID?

No, the CCP 1, Declaration of Exemption, is the only document the provider must submit to verify their relationship to the child(ren). If the county questions the validity of the relationship, they should make a fraud referral.

8. HOW LONG DOES THE PROVIDER HAVE TO SUBMIT THE CCP 1, DECLARATION OF EXEMPTION, TO THE COUNTY WHEN THE PARENT CLAIMS THAT THE PROVIDER IS AN AUNT, UNCLE OR GRANDPARENT? CAN THE COUNTY PAY THE PROVIDER PENDING RECEIPT OF THE CCP 1?

The provider has 30 days to return the CCP 1. The provider is eligible for payment during that time period.

9. CAN THE SCC 6, GAIN 104 OR THE TCC 43, WHICH STATE THE PROVIDER'S RELATIONSHIP TO THE CHILD AND ARE SIGNED UNDER PENALTY OF PERJURY, SUBSTITUTE FOR THE CCP 1?

No, the CCP 1 informs the parent and provider of the Trustline requirement and the 30-day time period for submission of the form. In addition, the other forms may not be due within 30 days from the date the Trustline packet was given to the parent.

10. DOES A SIBLING WHO IS PROVIDING CARE NEED TO BE TRUSTLINE REGISTERED?

Yes, if the sibling is otherwise eligible for child care payment (i.e., not a member of the assistance unit and age 18 or older), he/she must register with Trustline.

11. IF THE CHILD CARE PROVIDER IS LOCATED OUT OF STATE, DOES THE PROVIDER NEED TO BE TRUSTLINE REGISTERED?

The Trustline regulations require all license-exempt providers to register including those living and providing care out of state.

12. SHOULD THE PARENT BE INFORMED THAT THE TRUSTLINE SYSTEM ONLY CHECKS CALIFORNIA CRIMINAL AND CHILD ABUSE RECORDS?

The parent is informed on the Trustline application (BCIA 4063) that the Department of Justice (DOJ) checks the California Criminal History System and Child Abuse Central Index (CACI) of California. In addition, the Trustline Informing Notice (CCP 2) has been revised to include that information.

13. IF A PERSON IS PROVIDING CHILD CARE SERVICES FOR A FAMILY ON AUGUST 31, 1995 AND, IN SEPTEMBER 1995, STOPS PROVIDING CARE FOR THAT FAMILY AND STARTS PROVIDING CHILD CARE SERVICES FOR A DIFFERENT FAMILY, DOES HE/SHE HAVE TO BE TRUSTLINED?

Yes, if the new family is served after the September 1, 1995 effective date for the Trustline regulations, the child care provider must register with Trustline. Those persons who were providing child care for a family receiving child care assistance on or before August 31, 1995 are "grandfathered-in" and are not required to be Trustline registered unless they begin caring for children from another Title IV-A family or there has been a break-in-service of 30 days or more.

14. IF A CLIENT SUBMITS A COMPLETED SCC 6, BUT THE DEPENDENT CARE DISREGARD TAKES CARE OF ALL THE COSTS AND NO SCC PAYMENT IS ISSUED, DOES THE PROVIDER NEED TO BE TRUSTLINED?

No, only if the parent receives an SCC payment is the provider required to be Trustline registered.

15. DOES TRUSTLINE SUPERSEDE THE REQUIREMENTS IN GAIN REGULATION SECTION 42-750.313 (f) THAT REQUIRES A PROVIDER TO SUBMIT A STATEMENT AS TO HIS/HER CRIMINAL RECORD?

No, all of the requirements in Section 42-750.313 (f) still apply. However, those providers who complete the Trustline application process are complying with the requirement for the provider's statement as to their criminal record.

16. IF A PARENT CHANGES CHILD CARE PROGRAMS BUT KEEPS THE SAME PROVIDER WHILE THE TRUSTLINE APPLICATION IS BEING PROCESSED (I.E., GAIN to SCC), IS THE PROVIDER REQUIRED TO COMPLETE ANOTHER TRUSTLINE APPLICATION?

No, a new application is not necessary unless the family has changed providers. However, the county should develop an internal process to track and locate the parent's case file.

17. FOR TCC CASES, CAN THE COUNTY ISSUE THE CHILD CARE PAYMENTS FOR PRIOR MONTHS WHILE A TRUSTLINE APPLICATION IS PENDING?

Yes, if the parent meets the program eligibility requirements for TCC, the county should pay for prior months of child care and for an additional 30 days from the date the Informing Notice (CCP 2) is given to the parent.

18. HOW CAN COUNTIES HELP REDUCE APPLICATION PROCESSING TIME AND PROBLEMS?

The DOJ has the following suggestions for reviewing the application and fingerprint cards to help speed up processing time:

- o Make certain that the provider's name is listed the same way on all forms and that the provider signs the forms in the same manner as is written on the forms. For example, Mary Jones Smith should not write Mary Smith on the application, Mary J. Smith on the fingerprint card and then sign both documents M. Smith. The application and fingerprint card should be written and signed in the same way.
- o If there is a residence address and a mailing address, both should be listed.
- o Make certain that the crime box (Item 8 on the application) is marked yes or no. If yes, encourage the provider to include a statement concerning the crime with the application.
- o Make certain that the application is legible and complete.

19. DURING THE NET CHILD CARE APPLICATION PROCESS, IF A MONTH HAS PASSED BECAUSE OF TRUSTLINE DELAYS, DOES THE PARENT LOOSE A MONTH OF HIS/HER 24-MONTH ELIGIBILITY PERIOD?

The Trustline process would not cause a parent to lose a month of their eligibility for NET child care when attending an approved education or training program.

20. HOW ARE THE TRUSTLINE REQUIREMENTS IMPLEMENTED IN SCC?

(Please see Attachment 2.)

RESOURCE & REFERRAL (R&R) RESPONSIBILITIES

21. DOES THE TRUSTLINE APPLICATION HAVE TO GO TO THE LOCAL R&R AGENCY?

Yes, the local R&R reviews the application and fingerprint card prior to forwarding them to the DOJ.

22. WHY IS THE LOCAL R&R THE ONLY ORGANIZATION THAT CAN SUBMIT A COMPLETED TRUSTLINE PACKET TO THE DOJ?

Trustline requirements are new to Title IV-A child care programs but the Trustline Registry has been in existence for seven years. The Trustline system serves private individuals, child care employment agencies and the CDE-administered Child Care and Development Block Grant (CCDBG) child care subsidy program. The procedures established for Title IV-A child care programs are based on the current procedures used by CDE-funded Alternative Payment Programs, the DOJ, local R&Rs and the California Child Care Resource & Referral Network (CCCRRN). Local R&R agencies process Trustline applications and forward them to the DOJ. The CCCRRN maintains the Trustline database and toll-free Trustline information number and notifies counties, parents and providers if a Trustline application has been denied, revoked or closed.

23. DO THE LOCAL R&Rs MAINTAIN A LIST OF THOSE PROVIDERS WHO WERE TRUSTLINE REGISTERED?

Some local R&Rs maintain a list; however, this is not a universal practice. For information on a provider's Trustline status, the CCCRRN can be contacted using their toll-free telephone number at 1-800-822-8490.

APPLICATION PROCESSING

24. IF AN APPLICANT MARKS "YES" IN BOX 8 OF THE TRUSTLINE APPLICATION (HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR?) OR IF THE PARENT TELLS THE COUNTY THAT THE PROVIDER HAS A CRIMINAL CONVICTION, SHOULD THE TRUSTLINE APPLICATION STILL BE PROCESSED?

Yes; however, providers should be encouraged to attach a statement describing the crime(s) and the reason they feel that they should be allowed to care for children.

25. IF A CLIENT RECEIVES CHILD CARE PAYMENTS FROM TWO DIFFERENT PROGRAMS, SUCH AS GAIN AND SCC, WHAT PROGRAM SHOULD BE MARKED ON THE TRUSTLINE APPLICATION?

The DOJ system can only accommodate one program code; therefore, the county must use the code for the child care program the parent was receiving when they were given the Trustline application. Any subsequent changes in child care programs by the parent would not require a new Trustline application if (1) they use the same provider and (2) there is less than a 30 day break in care. The county should develop a tracking system so Trustline related correspondence can be routed to the appropriate worker(s).

26. IS THE USE OF THE PARENT'S CASE NUMBER ON THE TRUSTLINE APPLICATION AND OTHER REFERRAL FORMS WHICH ARE SUBMITTED TO THE LOCAL R&R A BREACH OF CONFIDENTIALITY?

No, there is no breach of confidentiality because the local R&R is acting as an agent of the county welfare department. However, counties should only use the case number, not the parent's name.

27. WHEN CAN A TRUSTLINE PACKET BE SENT TO A PARENT?

A Trustline application can be sent to a parent and submitted to the local R&R up to 45 days before child care is scheduled to begin. However, eligibility for the child care program should be approved prior to sending the packet to the parent. If not sent to the parent before child care is scheduled to begin, the Trustline application must be provided to the parent within 10 calendar days of notification to the county that the parent has chosen a license-exempt care provider.

28. IF A COUNTY CONTRACTS OUT FOR GAIN OR CAL-LEARN CHILD CARE, CAN THE CONTRACTING AGENCY SEND OUT TRUSTLINE NOA'S AND GIVE OUT THE TRUSTLINE APPLICATIONS AND FINGERPRINT CARDS?

Yes; however, the county is still responsible for ensuring that the contracting agency complies with all of the Trustline regulations.

29. HOW LONG DOES THE PROVIDER HAVE TO SUBMIT THE APPLICATION AND FINGERPRINTS TO THE LOCAL R&R AGENCY?

The provider has 30 days from the date the parent is provided the Trustline Informing Notice, CCP 2, to submit the completed application and fingerprint cards to the local R&R. The local R&R is responsible for submitting the completed application and fingerprints to the DOJ.

If the county has not received notification from the local R&R that the completed Trustline application was submitted by the end of the 30-day period, the county must discontinue the child care payments.

30. WILL THE TRUSTLINE APPLICATION AND/OR FINGERPRINT CARD BE TRANSLATED INTO OTHER LANGUAGES?

The DOJ is not currently staffed to process forms in other languages. They are exploring the possibility of doing so in the future. The forms have been translated into Spanish to assist non-English speaking providers. However, only the English versions can be submitted to the local R&R. The Spanish translations are included with this All County Letter (ACL).

CHILD CARE PAYMENTS

31. CAN COUNTIES REQUIRE THAT A PROVIDER BE TRUSTLINE REGISTERED PRIOR TO BEING ELIGIBLE FOR PAYMENT?

No, the provider is eligible for payment during the 30-day period allowed for submission of the Trustline application packet to the local R&R. If a parent knows that they will be using a license exempt provider in the near future, the parent can require that the provider apply for Trustline registration prior to placing the child in the provider's care. However, the county must authorize the Trustline referral in order for the provider to apply for Trustline without charge.

32. IF THE FINGERPRINTS ARE SMUDGED AND CANNOT BE PROCESSED BY THE DOJ, DOES THE CHILD CARE PROVIDER REMAIN ELIGIBLE TO RECEIVE PAYMENT?

The provider remains eligible for payment as long as the Trustline application is in process, even if the provider has to re-submit several sets of fingerprints. If the provider fails to send in a new set of fingerprints within 30 days, the DOJ will close the case and the CCCRRN will notify the county. The county will then send a notice to the parent informing him/her that the provider is no longer eligible to receive payment after 10 days from the date of the notice.

33. IF A PROVIDER SUBMITS HIS/HER APPLICATION AND FINGERPRINT CARD TO THE LOCAL R&R AFTER THE REQUIRED 30-DAY PERIOD, DOES THE PROVIDER BECOME ELIGIBLE FOR THE RETROACTIVE CHILD CARE PAYMENT?

The county should have discontinued child care payments effective the last day of the 30-day period. However, if the provider submits the application and fingerprint card within 30 days of the date of discontinuance, the county may rescind the termination when notified by the R&R and issue the retroactive child care payments.

34. IF A PROVIDER IS DENIED TRUSTLINE REGISTRATION, CAN THAT SAME PROVIDER BE REIMBURSED FOR CARING FOR A DIFFERENT TITLE IV-A FAMILY?

No, once the county becomes aware that a provider has been denied Trustline registration, child care payments are to be discontinued. It is possible that a provider may move from one county to another or from one district office to another and begin providing care for another family and re-apply for Trustline. The county would pay for child care until they are notified that this provider had previously been denied, at which time they must discontinue payments.

35. CAN THE COUNTY PAY/REIMBURSE FOR CHILD CARE WHEN THE PARENT CHANGES PROVIDERS DURING THE INITIAL 30-DAY TRUSTLINE APPLICATION PERIOD?

Yes, the county can pay/reimburse for the first provider for days of care provided. The new provider would then be required to Trustline register and a new 30-day period would begin for the new provider.

36. WHEN DOES AN OVERPAYMENT OCCUR?

An overpayment occurs at any time a parent or provider receives a child care payment for which they are not eligible. The following are examples:

- o A worker fails to give the Trustline packet to a parent and the error is discovered three or four months later. This is considered an administrative overpayment even if the provider subsequently complies with the requirement and is placed on the registry. The county is to process the overpayment, request repayment and advise the parent of the right to request a hearing.

- o A provider claims to be exempt as an aunt, uncle or grandparent and it is later determined that no such relationship exists.
 - o The county fails to discontinue child care payments after the first 30 days when the provider did not submit an application and fingerprint cards to the local R&R. All child care payments for the care provided after the 30 days are considered overpayments.
 - o The county fails to discontinue child care payments within the appropriate notice period after being advised by the CCCRRN that a provider had his/her Trustline application denied, revoked or had his/her case closed.
37. IS AID PAID PENDING AVAILABLE TO THE PARENT WHO FILES FOR A STATE HEARING WITHIN THE TEN-DAY NOTICE PERIOD AFTER THE COUNTY DISCONTINUES OR DENIES THE PAYMENT DUE TO THE CHILD CARE PROVIDER'S TRUSTLINE DENIAL, CLOSURE OR REVOCATION?

No, aid paid pending a hearing is only available in the TCC Program but aid paid pending is not available for a Trustline denial, closure or revocation.

FINGERPRINTS

38. IF THE PROVIDER DOES NOT HAVE A VALID DRIVER'S LICENSE, BUT HAS A CALIFORNIA IDENTIFICATION CARD (ID) OR IMMIGRATION CARD, WHERE SHOULD THE NUMBER BE LISTED ON THE FINGERPRINT CARD?

The immigration card number or the California ID card number should be listed in the same box where the driver's license number is required.

39. WHAT HAPPENS IF THE FINGERPRINTS ARE SMUDGED OR OTHERWISE UNREADABLE?

If the fingerprints are unreadable, the DOJ will return them to the designated county welfare department Trustline coordinator. The child care provider has 30 days to submit a new set of prints before the DOJ will close the case.

40. WHO IS ALLOWED TO ROLL FINGERPRINTS?

Any law enforcement or other local agency in the county may roll fingerprints. The DOJ has an instructional video available on how to roll fingerprints.

41. IS THE COST OF FINGERPRINTING INCLUDED IN THE COUNTY WELFARE DEPARTMENT TRUSTLINE ALLOCATION?

No, the cost to fingerprint providers is not an allowable administrative cost. If the county elects to fingerprint providers, a fee can be charged to cover the cost of the service.

42. CAN THE PROVIDER'S COST FOR HAVING FINGERPRINTS TAKEN BE PAID FOR BY THE COUNTY AS A REGISTRATION FEE?

No, there is no such funding provision. However, the provider's cost can be added to his/her monthly charge for providing child care and is eligible for payment up to the Regional Market Rate ceiling.

43. WILL THE DOJ ACCEPT FINGERPRINT CARDS USED BY THE DEPARTMENT OF MOTOR VEHICLES OR THE LOCAL POLICE DEPARTMENT?

No, the DOJ will not accept other fingerprint cards. The fingerprint cards must have BID-7 (TRUSTLINE) on the lower left-hand corner of the back of the card.

44. WHAT IS THE EXPECTED TURNAROUND TIME FOR THE DOJ TO PROCESS THE APPLICATION AND APPROVE OR DENY IT?

The DOJ anticipates that Trustline applications will be either approved or denied within four to six weeks.

TRUSTLINE CRIMINAL HISTORY

45. WHAT TYPE OF CRIMINAL HISTORY WOULD CAUSE AN APPLICANT TO BE DENIED?

There are nine serious crimes that constitute immediate grounds for denial. All other criminal convictions are reviewed on a case-by-case basis. If denied, the provider is informed in a letter from the DOJ about appeal rights and the appeal process.

46. WHO WILL BE TOLD THE REASON FOR THE TRUSTLINE DENIAL?

The DOJ will advise the provider who has applied for Trustline of the reason for the denial. The county, the local R&R and the parent will not be provided with the reason the provider was denied.

47. WILL THE TRUSTLINE BACKGROUND CHECK INCLUDE INFORMATION ABOUT COURT CASES THAT ARE CURRENTLY IN PROGRESS?

Yes, the DOJ reviews the full criminal record on all Trustline applicants.

48. DOES THE CHILD ABUSE CENTRAL INDEX CHECK (CACIC) SHOW ONLY CONVICTIONS?

No, the CACIC does not only show convictions. The CACIC lists the findings of investigations in three categories: (1) Unfounded [investigations that determined that child abuse did not occur]; (2) Unsubstantiated [investigations that could not determine if child abuse occurred]; and (3) Substantiated [investigations that found a reasonable certainty that child abuse occurred]. The person investigating the child abuse report makes the determination regarding the findings. Denials of Trustline registration based on reviews of the CACIC are only based on substantiated reports of child abuse.

49. WILL THE DOJ HAVE INFORMATION FROM OTHER STATES IN THE CALIFORNIA CRIMINAL HISTORY SYSTEM AND THE CACIC?

The majority of information used to determine Trustline registration eligibility is from California; however, some records may contain information from other states.

50. IF A CHILD CARE PROVIDER HAS JUST MOVED TO CALIFORNIA, ARE THERE ANY SPECIAL PROVISIONS IN PLACE WHICH ALLOW THE PARENT TO CHECK OUT-OF-STATE RECORDS?

No, Trustline is a California check only.

51. CAN ANY INDIVIDUAL CHECK ON THE CHILD ABUSE CENTRAL INDEX OR THE CALIFORNIA CRIMINAL HISTORY SYSTEM TO FIND OUT INFORMATION ABOUT A CHILD CARE PROVIDER?

A private party has no access to that information. For a fee, a private party can check his/her own records in the California Criminal History System and the CACIC but not those of another individual.

INFORMING REQUIREMENTS

52. ARE COUNTIES REQUIRED TO SEND ANOTHER NOA AT THE END OF THE 30-DAY PERIOD TO INFORM THE PARENT WHETHER THE PROVIDER HAS REGISTERED FOR TRUSTLINE?

No, the initial approval NOA, which provides the beginning and end dates of the 30-day period, is a combined approval and denial notice.

53. WHO IS RESPONSIBLE FOR NOTIFYING THE PARENT THAT A TRUSTLINE APPLICATION HAS BEEN CLOSED, DENIED OR REVOKED?

The payment agency (usually the county) informs the parent that his/her eligibility for child care payment(s) will be discontinued after 10 days. The parent must select a new eligible child care provider to continue receiving child care payments.

54. CAN TRUSTLINE RELATED NOA'S BE IN TRIPLICATE NCR?

The Trustline related NOA's for the various child care programs are only being provided by the CDSS warehouse to counties in camera-ready format. The counties are free to have copies made in triplicate NCR.

TIME STUDY REQUIREMENTS

55. IF THE COUNTY CONTRACTS OUT PART OR ALL OF THE TRUSTLINE PROCESS, IS THE CONTRACTOR'S TIME INCLUDED IN THE TIME STUDY FOR THE TRUSTLINE ALLOCATION?

No, time studies track time spent by county staff. The contractor must time study to identify time spent on Trustline but this would be their own time study and not part of the county time study. Contractor hours serve as supporting documentation for reimbursement of Federal and State dollars. Contract costs are claimed as a direct cost to the program.

56. WILL THE COUNTY COUNT EACH TRUSTLINE APPLICATION IN THEIR TIME STUDY, OR WILL THEY ONLY COUNT ONE REGISTRATION PER CLIENT?

Any time spent working on Trustline activities should be charged to the appropriate program codes covered in the CDSS time study instructions. Refer to County Fiscal Letter (CFL) No. 94/95-48, dated June 30, 1995, Errata, dated July 19, 1995, and CFL No. 95/96-15 for the October-December 1995 Quarter for more specific information.

Each Trustline application processed should be counted in the time study, regardless of the number of provider changes a client has. The CDSS anticipated that parents would use more than one exempt child care provider.

MISCELLANEOUS

57. WHO IN THE COUNTY WILL BE CONTACTED CONCERNING CLOSED CASES, DENIED CASES AND REVOCATIONS?

Each county welfare department has designated a person(s) to be the Trustline Coordinator. The Trustline Coordinator will be contacted concerning closed cases, denied cases and revocations. A listing of the Trustline Coordinator(s) for each county is included with this ACL.

58. WHAT ACTION SHOULD THE COUNTY TAKE WHEN A PROVIDER WHO IS ALREADY ON THE TRUSTLINE REGISTRY BEGINS TO PROVIDE CARE TO A NEW TITLE IV-A FAMILY AND DOES NOT SUBMIT THE TRUSTLINE APPLICATION WITHIN 30 DAYS?

When a child care provider begins to provide care to another family, the provider is required to complete and submit another Trustline application but without the fingerprint cards. This enables the DOJ to track the case and notify the appropriate counties and recipients should they receive subsequent criminal history or child abuse index information on a provider.

If the provider does not submit the application to the local R&R, the county should deny or discontinue payments until the provider complies with the requirement. Once the provider has submitted the Trustline application, the termination can be rescinded and payment can be issued for the child care provided.

59. HOW DO COUNTIES INFORM THE PARENT THAT HE/SHE IS INELIGIBLE FOR CHILD CARE PAYMENTS BECAUSE THE PROVIDER HAS HAD HIS/HER TRUSTLINE STATUS REVOKED, ETC., WHEN IT IS MID-MONTH AND NOT IN A PAYMENT CYCLE?

A new NOA has been developed to accomplish this. Please refer to Attachment 3.

60. WHAT KIND OF TRUSTLINE DOCUMENTATION SHOULD BE KEPT IN THE TITLE IV-A RECIPIENT'S PROGRAM CASE FILE?

There are four basic categories of documentation that should be included:

- o There should be a notation of the date the Trustline packet (specifically the Informing Notice) was given to the parent which started the initial 30-day eligibility period referred to in the Trustline regulations.
- o There should be a letter from the local R&R or a notation that no letter was received from the local R&R by the end of the initial 30-day eligibility period.
- o There should be a copy of the final decision letter received from the CCCRRN showing the Trustline status of the case, either approved or denied.
- o All other Trustline related documents and NOA's.

Attachment 2

IMPACT OF TRUSTLINE REGISTRATION ON SCC PAYMENTS

1 SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
<p><u>September 1, 1995</u> Assistance Unit (AU) chooses a license exempt child care provider. Child care begins and continues for the next six months.</p>	<p><u>October 10, 1995</u> County receives September 95 CA-7 and SCC 6 requesting child care reimbursement.</p> <p><u>October 17, 1995</u> Worker determines SCC eligibility and sends parent Trustline packet, authorizes SCC payment, and NOA. Allowing 2 days for mailing time, the 30 calendar day period of payment eligibility starts on October 19, 1995.</p>	<p><u>November 1, 1995</u> CWD issues approval NOA and SCC payment to parent for September 1995 child care.</p> <p><u>November 10, 1995</u> CWD receives October 1995 CA-7 and SCC 6.</p> <p><u>November 15, 1995</u> Worker determines SCC eligibility and authorizes December 1995 SCC payment.</p> <p><u>November 19, 1995</u> Verification from local R&R must be received for continued payment eligibility.</p> <p>* If verification is not received, parents can only be reimbursed for child care paid for period of November 1, 1995 through November 19, 1995. CWD should deny reimbursement for child care reimbursement for this provider after November 19, 1995.</p>	<p><u>December 1, 1995</u> CWD pays parent for October 1995 child care.</p> <p><u>December 10, 1995</u> CWD receives November 1995 CA-7 and SCC 6.</p> <p><u>December 15, 1995</u> If provider did not register, worker determines SCC eligibility and authorizes January 1995 SCC payment for child care provided November 1-19, 1995.</p> <p>* If provider did register, worker authorizes payment for November 1, 1995 through November 30, 1995.</p>	<p><u>January 1, 1996</u> CWD issues SCC payment for November 1, 1995 through November 19, 1995.</p> <p>* If the Trustline application & FP card were taken to R&R in time, the payment will be for the full month.</p>

Attachment 3

REVISED TRUSTLINE FORMS AND NOTICES OF ACTION

The following revised forms and a new notice of action (NOA) are provided in this attachment:

- o Spanish Translations of the Trustline Application (BCIA 4063 SP) and the Trustline Fingerprint Card (BID-7 SP TRUSTLINE)

The Spanish translations of the BCIA 4063 SP and the BID-7 SP TRUSTLINE are to be used to assist Spanish speaking providers in completing the English versions of these forms and are not to be submitted to the Department of Justice (DOJ). For this reason the word "SAMPLE" is printed across the forms.

Note: When ordering fingerprint cards from the CDSS warehouse for the Trustline application process be sure to use the complete form number "BID-7 TRUSTLINE." If you order the BID 7, you will be sent the fingerprint card used for licensing of community care facilities. These will not be accepted by DOJ for the Trustline application process.

- o Declaration of Exemption For Trustline Registration (CCP 1)

The following changes were made to the CCP 1:

- The form was changed so that more than one child can be included on the same form. The original version of the CCP 1 required a separate form to be completed for each child.
- The form reflects the policy interpretation that permits great-aunts, great-uncles and grandparents to be eligible for exemption from Trustline.
- Language was included to inform the parent that the form must be completed and returned to the county within 30 calendar days.
- The form now includes a box for the parent to sign that they concur with the relative's statement.

- o Important Notice - Child Care Trustline Registry System (CCP 2)

The Trustline informing notice was revised to explain what happens when the client's provider does not submit the Trustline forms to the local Resource & Referral Agency within the 30-day time limit. The notice was also revised to include a space for the case worker's name and the date when the form was provided or mailed to the client.

o Notice of Action - NA 829 - Termination of Child Care Benefits

The NA 829 was designed to be used for any of the child care programs to inform parents when their child care benefits are being terminated because their child care providers have been denied Trustline registration or had their Trustline registration case closed. It is also used when child care benefits are being terminated because the provider's Trustline registration status has been revoked. This NOA should be sent immediately when the county is notified by the California Child Care Resource & Referral Network (CCCRRN) that the provider's registration status has been denied or revoked, or that the DOJ has closed their case file. The NA 829 informs parents that, to continue to be eligible for child care, the parent must change to a new eligible provider. Counties are to use the appropriate NOA back for the respective child care program.

To obtain a camera-ready copy of the English and/or Spanish versions of the CCP 1, CCP 2 or NA 829, telephone or write to:

CDSS Forms Management Unit
744 P Street, MS 7-182
Sacramento, CA 95814
(916) 657-1907/ATSS 437-1907

Copies of the CCP 1, CCP 2, and NA 829 will be translated into Chinese, Cambodian, and Vietnamese. Camera ready copies of these translations will be available to counties by the CDSS Language Services Bureau (LSB). To obtain camera ready copies please contact the LSB at (916) 654-1282.



SOLICITUD PARA UNA REVISION DE ANTECEDENTES
REGISTRO DE PERSONAS CON ANTECEDENTES APROBADOS (TRUSTLINE)
REGISTRO DE PROVEEDORES DE CUIDADO DE NIÑOS EN EL HOGAR/EXENTOS DE TENER LICENCIA
DEPARTAMENTO DE JUSTICIA/OFICINA DE INFORMACION Y ANALISIS CRIMINAL

(Vea el reverso de este formulario para más instrucciones.)

1 NOMBRE:		Apellido	Primer nombre	Nombre que usa en medio		
2 Anote enseguida todos los nombres que ha usado en su vida, tales como nombre de soltera, alias, u otros nombres por los que se le conoce (AKAs)						
3 DIRECCION DE SU RESIDENCIA:		Calle	Apt. #	Ciudad	Estado	Código Postal Condado
4 DIRECCION POSTAL (Si es diferente):		Apartado Postal/Calle		Ciudad	Estado	Código Postal
4a ¿Se mudo a California en los últimos dos años?		<input type="checkbox"/> Sí <input type="checkbox"/> No				
5 Fecha de Nacimiento	Sexo	Estatura	Peso	Color de ojos	Color del pelo	
6 Número del Seguro Social (Voluntario, sólo para identificación)		# Lic. de Manejar CA/# ID		# Reg. como Extranjero/# ID fuera del Estado		
7 Números de teléfono: DURANTE EL DIA: () DURANTE LA NOCHE: ()						

PRESENTACION DE LA SOLICITUD (Lea cuidadosamente antes de firmar.)

8 ¿Alguna vez ha sido condenado de un delito mayor o una ofensa de delito menor en California o cualquier otro estado o lugar, incluso cuando no se disputa o contiene la acusación? Usted tiene que declarar cualquier condena bajo la Sección 1203.4 del Código Penal, aun si se descartó la acusación. ☐ Sí ☐ No Si su respuesta es "Sí", adjunte una declaración detallada que describa el crimen o crímenes, la fecha aproximada, el lugar, la corte, la sentencia que se cumplió, si es que hubo una, y libertad condicional, si la hubo. También adjunte cualquier documento de la corte o reporte de policía que sea pertinente. **Bajo pena de perjurio, yo certifico que la información en esta solicitud es completa y verdadera, (Código Penal de California 118 y 127).**

FIRMA

FECHA

Envíe esta solicitud y una tarjeta de sus huellas digitales a la dirección que aparece en la casilla 9.

Para uso del condado solamente

9	10 County: _____ County ID: <input type="text" value="2"/> <input type="text" value=""/> <input type="text" value=""/>
	Child Care Program: CAAP <input type="checkbox"/> Cal Learn <input type="checkbox"/> GAIN <input type="checkbox"/> NET <input type="checkbox"/> SCC <input type="checkbox"/> TCC <input type="checkbox"/>
	Case Number(s): 1) <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> 2) <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
	Has this child care provider been TRUSTLINED? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Worker Name: _____ Print Signature
	Worker #: _____ Date _____

Child Care Resource and Referral/Alternative Payment Program Use Only

11 County: _____	ID #: _____
Child Care Resources and Referral Program: _____	ID #: _____
Alternative Payment Program: _____	ID #: _____
Case Number(s): 1) <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> 2) <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	

[] Eligibility for participation in the subsidized Trustline Program has been verified by the undersigned program staff.

Name (Print)

Signature

Date

I. INSTRUCCIONES PARA EL SOLICITANTE

PARA LOS PROVEEDORES DE CUIDADO DE NIÑOS EN EL HOGAR/EXENTOS DE TENER LICENCIA

- Casilla 1 Escriba con letra de imprenta su nombre legal completo. No use apodos. **En la solicitud y en la tarjeta de huellas digitales, el nombre escrito en letra de imprenta y la firma tienen que ser iguales.**
- Casilla 2 Escriba todos los otros nombres que haya usado en su vida.
- Casilla 3 Escriba con letra de imprenta la dirección completa de su residencia.
- Casilla 4 Escriba con letra de imprenta la dirección postal completa, si es que es diferente a su dirección de residencia. **Notifique al Departamento de Justicia (DOJ) si su dirección postal cambia.**
- Casilla 4a Indique si se mudó a California en los últimos dos años.
- Casilla 5 Indique su fecha de nacimiento, sexo, estatura, peso, color de ojos, y color de pelo.
- Casilla 6 Escriba con letra de imprenta su Número del Seguro Social (esto es voluntario). Escriba con letra de imprenta su Número de Identificación (tal como su Licencia de Manejar de California, Número de Identificación de California, Número de Registro de su Tarjeta de Extranjero, o su Número de Identificación expedido por otro estado que tenga su foto).
- Casilla 7 Indique su número de teléfono durante el día y durante la noche.
- Casilla 8 PRESENTACION DE LA SOLICITUD

Se requiere la firma del solicitante. Al presentar esta solicitud, usted está accediendo a que el Departamento de Justicia (DOJ) examine sus antecedentes en relación a condenas criminales o incidentes de abuso de niños. Se añadirá su nombre al Registro de Personas con Antecedentes Aprobados (*Trustline Registry*) que mantiene el DOJ y al cual los padres, agencias de empleo, y agencias de recursos e información de cuidado de niños tienen acceso, en relación a las exámenes como lo permite la ley, a través de la Red de Recursos e Información de Cuidado de Niños de California (*California Child Care Resource and Referral Network*) (1-800-822-8490).

PARA USO OFICIAL SOLAMENTE

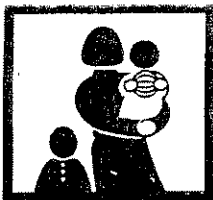
- Box 9 Resource & Referral or County Welfare Office address
- Box 10
- Fill in County and County I.D. Number.
 - Place a check after the program that is funding the child care. California Alternative Assistance Program (CAAP, Cal Learn, Greater Avenues for Independence (GAIN), Non-GAIN Employment and Training (NET), Supplemental Child Care (SCC), and Transitional Child Care (TCC).
 - Fill in the family's case number assigned by the County Welfare Department. (Up to nine digits.)
 - Has the child care provider been TRUSTLINED? If NO, send in the completed application and fingerprint card. If YES, send in completed application only, no fingerprints are necessary.
 - Place the worker's name, number and signature on the lines provided. (If the R&R is completing this section using the TRUSTLINE referral form, the county case worker signature is not required.)
- Box 11
- Fill in the county, R&R and APP with appropriate I.D. numbers.
 - Fill in the case number if the Alternative Payment Program would like to assign a case number for tracking purposes. (Up to nine digits.)
 - Sign the eligibility statement.

APELACION

El Departamento de Justicia tiene un proceso de apelación si se descubre información de abuso de niños y/o condenas criminales que le descalifiquen. Usted tiene quince (15) días para solicitar por escrito una exención. Una decisión de conceder o negar la petición para una exención se hará dentro de un plazo de 30 días contados a partir del recibo de la petición completa para una exención.

TARJETAS DE HUELLAS DIGITALES

Incluya con su solicitud una (1) tarjeta de huellas digitales completa. Por favor, solamente use la tarjeta de huellas digitales que se proporciona con esta solicitud.



REGISTRO DE PERSONAS CON ANTECEDENTES APROBADOS (TRUSTLINE)

“Un registro de proveedores de cuidado de niños”
Solicitud Apoyada con una Subvención

¿QUE ES EL REGISTRO DE PERSONAS CON ANTECEDENTES APROBADOS?

El Registro de Personas con Antecedentes Aprobados fue creado por la Legislatura de California para ofrecer acceso a una verificación que el Departamento de Justicia de California llevó a cabo, el cual incluye verificaciones del Sistema de Historiales Criminales de California (*California Criminal History System*) y la Lista Central de Personas con Antecedentes de Abuso de Niños de California (*Child Abuse Central Index of California*). El Departamento de Justicia de California mantiene el Registro de Personas con Antecedentes Aprobados y se puede verificar por medio de la Red de Recursos e Información de Cuidado de Niños de California (*California Child Care Resource and Referral Network*) (1-800-822-8490).

El Registro de Personas con Antecedentes Aprobados está compuesto de proveedores de cuidado de niños quienes proporcionaron sus huellas digitales para el proceso de aprobación del Departamento de Justicia. Las personas que aparecen en el Registro de Personas con Antecedentes Aprobados no tienen 1) condenas criminales de descalificación que aparezcan en el Sistema de Historiales Criminales de California; y 2) no tienen un registro de abuso de niños que aparezca en la Lista Central de Personas con Antecedentes de Abuso de Niños de California que se haya reportado y que los descalifique.

El Registro de Personas con Antecedentes Aprobados es para los proveedores de cuidado de niños en el hogar y los que están exentos de tener una licencia. Un proveedor de cuidado de niños en el hogar proporciona cuidado de niños en el hogar del niño (por ejemplo, niñeras, personas que cuidan niños o nanas). Un proveedor de cuidado de niños exento de tener una licencia es una persona que cuida en su propia casa a los niños y no se requiere que tenga una licencia del Departamento de Servicios Sociales del Estado.

COMO EL REGISTRO DE PERSONAS CON ANTECEDENTES APROBADOS BENEFICIA A LOS PADRES

Al seleccionar a un proveedor de cuidado de niños, se recomienda que los padres 1) hagan una entrevista muy cuidadosa, 2) verifiquen las recomendaciones y 3) usen su buen juicio al evaluar las características del proveedor. El Registro de Personas con Antecedentes Aprobados les proporciona a los padres un instrumento más que pueden usar cuando es hora de escoger a un proveedor de cuidado de niños.

Los padres pueden llamar al 1-800-822-8490 entre las 9:00 de la mañana y las 5:00 de la tarde, de lunes a viernes, para saber si el proveedor de cuidado de niños que se está considerando está registrado en el Registro de Personas con Antecedentes Aprobados. Si la persona todavía no está registrada en el Registro de Personas con Antecedentes Aprobados, se le proporcionará información de cómo un proveedor de cuidado de niños puede presentar su solicitud.

COMO EL REGISTRO DE PERSONAS CON ANTECEDENTES APROBADOS BENEFICIA A LOS PROVEEDORES

Al aparecer en el Registro de Personas con Antecedentes Aprobados usted ofrece una seguridad adicional y demuestra a los padres que usted es una persona seria acerca de su profesión como proveedor de cuidado de niños.

Para que pueda aparecer en el Registro de Personas con Antecedentes Aprobados, usted tiene que: 1) completar la solicitud adjunta, y 2) obtener una tarjeta de sus huellas digitales. La solicitud completada y las huellas digitales se enviarán al Departamento de Justicia en Sacramento. Para poder reunir los requisitos para una solicitud para el Registro de Personas con Antecedentes Aprobados apoyada con una subvención, usted tiene que ser un proveedor de cuidado de niños en el hogar o estar exento de tener una licencia que recibe pagos a través del Programa de Pago Alternativo (*Alternative Payment Program*), Subvención en Grupo para el Cuidado y Desarrollo de los Niños (*Child Care and Development Block Grant*) o el Programa del Título IV-A (*Title IV-A Program*).

Si en el Sistema de Historiales Criminales de California no se encuentran condenas criminales que lo descalifiquen, y no se encuentra un registro de abuso de niños en la Lista Central de Personas con Antecedentes de Abuso de Niños de California, su nombre se aceptará en el Registro de Personas con Antecedentes Aprobados.

Si usted no se encuentra en el Registro de Personas con Antecedentes Aprobados debido a una condena que lo descalifica o debido a un registro de abuso de niños, el Departamento de Justicia ofrece un proceso de apelación para permitirle a usted que demuestre su buen carácter moral. Si la apelación se decide a su favor, se le incluirá en el Registro de Personas con Antecedentes Aprobados.

Para más información, llame a: **TRUSTLINE** al 1-800-822-8490.

ESCRIBA TODA LA INFORMACION A MAQUINA O
USE LETRA DE IMPRENTA
NO DOBLE ESTA TARJETA

SOLICITUD PARA EMPLEO

- ☐ AGENTE DEL ORDEN PUBLICO
- ☐ EMPLEADO DE JUSTICIA CRIMINAL
- ☐ EMPLEADO DEL ESTADO
- ☐ EMPLEADO DE LA CIUDAD/CONDADO
- ☐ EMPLEADO DE ESCUELA
- ☐ OTRO TIPO DE EMPLEADO

☐ ESTE TIPO DE
EMPLEO ESTA EXENTO
DE LAS PROVISIONES
DE LA SECCION 432.7
DEL CODIGO DE
TRABAJO DE CALIF.
POR FAVOR INDIQUE
EL ESTATUTO U OTRA
RAZON PARA LA
EXENCION.

TITULO DEL PUESTO:

SOLICITUD PARA LICENCIA, PERMISO O CERTIFICACION

SOLICITUD PARA:

- ☐ LICENCIA
- ☐ PERMISO
- ☐ CERTIFICACION
- ☐ LICENCIA DE CCW
- ☒ OTRO (ESPECIFIQUE)

TITULO DE LA
LICENCIA-PERMISO-CERTIFICACION:

PROVEEDOR DE CUIDADO DE NIÑOS
SIN LICENCIA

AGENCIA Y DIRECCION:

DEPARTMENT OF JUSTICE
4949 BROADWAY
SACRAMENTO, CA 95820

ATTN: TRUSTLINE REGISTRY

(NOTA: PARA ASEGURAR QUE SE ENVIE POR CORREO CORRECTAMENTE,
LA INFORMACION QUE APARECE ARRIBA TIENE QUE ESTAR COMPLETA)

IN-HOME CHILD CARE
PROVIDER PROGRAM

State of California
Department of Justice
Bureau of Criminal Identification
P. O. Box 903417
Sacramento, CA 94203-4170

INFORMACION PERSONAL

DIRECCION DE LA RESIDENCIA DEL SOLICITANTE:

SOLICITANTE

(LLENE AMBAS PARTES)

DEJE EN BLANCO

ESCRIBA TODA LA INFORMACION A MAQUINA O CON LETRA DE ... CON TINTA NEGRA
APELLIDO NAM PRIMER NOMBRE NOMBRE DE ENMEDIO

FBI

DEJE EN BLANCO

FIRMA DE LA PERSONA QUE SE TOMA LAS HUELLAS

ALIAS AKA /NOMBRE DE SOLTERAO
R
I

CA0349400

FECHA

FIRMA DEL OFICIAL QUE TOMA LAS HUELLAS

DEPT OF JUST
BU OF IDENT
SACRAMENTO, CAFECHA DE NACIMIENTO DOB
MES DIA AÑO

NOMBRE Y DIRECCION DE LA AGENCIA QUE CONTRIBUYE

LICENCIA DE MANEJAR NO. DDL

SEXO

ESTATURA

PESO

OJOS

PELO

LUGAR DE NACIMIENTO POBDEPARTMENT OF JUSTICE
BCIA / IN-HOME CHILD CARE
TRUSTLINE REGISTRYSU NUMERO OCANUMERO DE LA FBI: FBINUM. DE IDENTIFICACION DEL ESTADO SIDNUMERO DEL SEGURO SOCIAL SOC
VOLUNTARIO-SOLO PARA IDENTIFICACIONES POSIBLE QUE LA INFORMACION QUE PROPORCIONA EN ESTE
FORMULARIO SE COMPUTARIZE EN ARCHIVOS LOCALES,
ESTATALES Y FEDERALES.FECHA EN QUE SE PRESENTARON LAS
HUELLAS DIGITALES

DEJE EN BLANCO

CLASS

REF.

1. PULGAR DERECHO

2. INDICE DERECHO

3. DEDO DE EN MEDIO DERECHO

4. DEDO DE ANILLO DERECHO

5. DEDO PEQUEÑO DERECHO

6. PULGAR IZQUIERDO

7. INDICE IZQUIERDO

8. DEDO DE EN MEDIO IZQUIERDO

9. DEDO DE ANILLO IZQUIERDO

10. DEDO PEQUEÑO IZQUIERDO

CUATRO DEDOS DE LA IZQUIERDA TOMADOS SIMULTANEAMENTE

PULGAR IZQUIERDO

PULGAR DERECHO

CUATRO DEDOS DE LA DERECHA TOMADOS SIMULTANEAMENTE

DECLARATION OF EXEMPTION FOR TRUSTLINE REGISTRATION

If you are the aunt, uncle, grandmother/father, great aunt/uncle, or great grandmother/father of a child(ren) for whom you are providing child care and you are exempt from licensure, please complete this form and indicate in the spaces below the name(s) of the child(ren) and your relationship to the child(ren).

I declare under penalty of perjury under the laws of the United States of America and the State of California that I am by blood, marriage or court decree the _____,
(AUNT, UNCLE, GRANDMOTHER/FATHER, GREAT AUNT/UNCLE, GREAT GRANDMOTHER/FATHER)

of _____, _____, _____,
NAME OF CHILD NAME OF CHILD NAME OF CHILD
_____, _____, _____,
NAME OF CHILD NAME OF CHILD NAME OF CHILD
_____, _____, _____,
NAME OF CHILD NAME OF CHILD NAME OF CHILD
_____, _____, _____, for whom I am providing child care.
NAME OF CHILD NAME OF CHILD

I understand that because I am an aunt, uncle or grandmother/father, great aunt/uncle or great grandmother/father, I am exempt from the requirement to apply for Trustline registration.

I understand that giving wrong or incomplete information can result in legal prosecution with penalties of fine and imprisonment or both.

I understand that I must return this form within 30 calendar days from the date the parent of the child(ren) in care was given this form.

SIGNATURE OF PROVIDER

DATE

I declare that I am the parent of the child(ren) listed on this form, that I have read the declaration of my child care provider and that I agree with the declaration regarding the provider's relationship to my child(ren).

SIGNATURE OF PARENT

DATE

COUNTY USE ONLY

CASE NAME

CASE NUMBER

WORKER NAME

WORKER NUMBER

Return this form to:

INSTRUCTIONS FOR DECLARATION OF EXEMPTION
FOR TRUSTLINE REGISTRATION (CCP 1)

Use to document the provider's declaration of exemption from Trustline registration as an exempt relative.

This form must be signed and dated by the provider and the parent.

The county shall fill in the case name, case number, worker name, and worker number boxes.

In the last box, the county shall provide the address where the form is to be returned.

IMPORTANT NOTICE CHILD CARE TRUSTLINE REGISTRY SYSTEM

If you are getting child care assistance or want child care assistance from the Greater Avenues For Independence (GAIN), Cal-Learn, At-Risk Child Care, Non-GAIN Education and Training (NET), California Alternative Assistance Program (CAAP), Supplemental Child Care (SCC) or Transitional Child Care (TCC) program this notice may be important to you as your child care payments may be affected.

When you ask for child care or request a change in child care providers and the provider is not licensed, you will need the provider to send information to show that he/she is Trustline registered or has applied for Trustline registration. A provider who does not have a license may be a friend, neighbor or relative who only cares for your children and theirs. If the provider is an aunt, uncle, grandmother/father, great aunt/uncle, or great grandmother/father of the child in care, public or private school or recreation program as shown in Health and Safety Code Section 1596.792, they do not have to register for Trustline.

The Trustline Registry is a system that was made to help parents check on child care providers and protect children from being cared for by dangerous individuals who are not licensed. This is done by making a provider send in fingerprints and a Trustline application form to a local Resource & Referral Agency who send them to the California Department of Justice where they determine if the provider has a record of criminal convictions or substantiated child abuse reports in California. If there is no record of disqualifying convictions, a provider is then approved to be listed on the Trustline registry.

If you choose a provider that must be Trustline registered, you will be given a Trustline application form and fingerprint cards for your provider. The provider must make sure that the paperwork is filled in and given or sent to the local Resource and Referral (R&R) Office within 30 calendar days from when you get this form.

If your provider does not give the required form and fingerprint cards to the local R&R within the 30 calendar days, your payments will stop. If you cannot get your provider to cooperate, then you must find a new eligible provider in order to keep getting your child care benefits. As soon as you find a new provider, tell your worker.

If a child care provider says they are already on the Trustline Registry, you may call the Resource & Referral Network toll free number at (1-800-822-8490) and they will tell you if the provider is on the registry.

If your provider applies for Trustline and is denied, your child care benefits for that provider will stop.

If you have any questions about these rules, ask your worker.

Worker Name _____ Date _____

INSTRUCTIONS FOR IMPORTANT NOTICE CHILD CARE
TRUSTLINE REGISTRY SYSTEM (CCP 2)

Use to inform parents who select a license-exempt child care provider that their providers must apply for Trustline Registration unless exempt.

The CCP 2 shall be given to the parent by the county when they inform the county that they have selected a license-exempt child care provider. The case worker signs and dates the CCP 2 on the day they give it to the parent. The date on the form establishes the start date for the initial 30-day period for the provider to complete and submit a Trustline application and fingerprint card.

NOTICE OF ACTION

COUNTY OF _____

STATE OF CALIFORNIA
HEALTH AND WELFARE AGENCY
DEPARTMENT OF SOCIAL SERVICES

Notice Date : _____
Case Name : _____
Number : _____
Worker Name : _____
Number : _____
Telephone : _____
Address : _____

(ADDRESSEE)

Questions? Ask your Worker.

State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells how.

As of _____, you can no longer get child care payments from the program checked below.

- ☐ Greater Avenues for Independence (GAIN)
- ☐ Cal-Leam
- ☐ Non-GAIN Education and Training (NET)
- ☐ Supplemental Child Care (SCC)
- ☐ California Alternative Assistance Program (CAAP)
- ☐ Transitional Child Care (TCC)

HERE'S WHY:

- ☐ Your license exempt child care provider, _____
had his/her application for Trustline denied. (NAME)
- ☐ Your license exempt child care provider, _____
had his/her Trustline registration status revoked. (NAME)
- ☐ Your license exempt child care provider, _____
had his/her Trustline registration case closed. (NAME)

TO CONTINUE BENEFITS:

If you want to keep getting child care benefits you must begin using a new eligible child care provider, since your current child care provider can no longer get payments from any of our child care programs. Tell your worker when you find a new provider.

Rules: These rules apply. You may review them at your welfare office:
MPP 44-503, 44-506, 44-507.

INSTRUCTIONS FOR NA 829 - TERMINATION OF CCP
REQUIRED-SUBSTITUTE PERMITTED

Use to discontinue child care payments when a license-exempt child care provider had his/her:

1. Application for Trustline denied.
2. Trustline status revoked.
3. Trustline registration case closed.

Check the box for the appropriate child care program, enter the effective date of the discontinuance and enter the name of the child care provider that is no longer eligible for payment.

Attachment 4

February 1, 1996

TRUSTLINE COORDINATORS LIST

County: Alameda

Program(s): All

Name: John Pagano

Phone # (510) 596-0410

FAX # (510) 547-1048

Address: Alameda County Social Services Agency
310 45th Street
Oakland, CA 94609

=====

County: Alpine

Program(s): All

Name: Kathy Kerr

Phone # (916) 694-2235

FAX # (916) 694-2252

Address: Alpine County Department of Social Services
14810 Highway 89
P.O. Box 277
Markleeville, CA 96120

=====

County: Amador

Program(s): All

Name: Jackie Steele

Phone # (209) 223-6580

FAX # (209) 223-6579

Address: Amador County Department of Social Services
GAIN Program
108 Court Street
Jackson, CA 95642-2379

=====

=====
County: Butte

Program(s): GAIN, Cal-Learn and NET

Name: Kim Relph

Phone # (916) 538-2007

FAX # (916) 538-2036

Address: Butte County Department of Social Welfare
873 Mitchell Ave
Oroville, CA 95965

Program(s): SCC, TCC, CAAP

Name: Mimi Rogers

Phone # (916) 538-7574

FAX # (916) 534-5745

Address: Butte County Department of Social Welfare
42 County Center Dr.
P.O. Box 1649
Oroville, CA 95965

=====
County: Calaveras

Program(s): All

Name: Jeanette O'Brien

Phone # (209) 754-6576

FAX # (209) 754-6566

Address: Calaveras County Department of Social Welfare
891 Mountain Ranch Road
Government Center
San Andreas, CA 95249

=====
County: Colusa

Program(s): All

Name: Jane Ramsaur

Phone # (916) 458-0269

FAX # (916) 458-0492

Address: Colusa County Department of Social Welfare
251 E. Webster St.
P.O. Box 370
Colusa, CA 95932
=====

=====
County: Contra Costa

Program(s): All

Name: Elaine Grothmann

Phone # (510) 313-1642

FAX # (510) 313-1575

Address: Contra Costa County Social Services Department
40 Douglas Drive
Martinez, CA 94553-4068
=====

County: Del Norte

Program(s): All

Name: Sally Rump

Phone # (707) 464-3191

FAX # (707) 465-1783

Address: Del Norte County Department of Public Health and
Social Services
981 H Street
Crescent City, CA 95531
=====

County: El Dorado

Program(s): All

Name: Suzanne Thoma

Phone # (916) 621-5384

FAX # (916) 621-0935

Address: El Dorado County Department of Social Services
Employment Services Division
2808 Mallard Lane, Ste. C
P.O. Box 1637
Placerville, CA 95667
=====

County: Fresno

Program(s): All

Name: Craig Watters

Phone # (209) 453-6074

FAX # (209) 453-6000

Address: Fresno County Department of Social Services
P.O. Box 1912
Fresno, CA 93750-0001
=====

=====
County: Glenn

Program(s): All

Name: Annette Nelson

Phone # (916) 934-6514 a.m.
(916) 934-6552 p.m.

FAX # (916) 934-6521

Address: Glenn County Human Resources Agency
Social Services Division
420 East Laurel Street
P.O. Box 611
Willows, CA 95988
=====

County: Humboldt

Program(s): All

Name: Teresa MacClelland

Phone # (707) 445-6150

FAX # (707) 441-5600

Address: Humboldt County Department of Social Services
929 Koster Street
Eureka, CA 95501-0182
=====

County: Imperial

Program(s): All

Phone # (619) 353-5900

FAX # (619) 337-5783

Name: Carla E. Moore

Address: Imperial County Department of Social Services
740 State Street
El Centro, CA 92243
=====

County: Inyo

Program(s): All

Name: Cindy Jared

Phone # (619) 872-5591

FAX # (619) 872-2594

Address: Inyo County Department Of Social Services
785 North Main Street, Suite G
Bishop, Calif. 93514
=====

=====
County: Kern

Program(s): All

Phone # (805) 631-6071

FAX # (805) 631-6584

Name: Ros Tolliver

Address: Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302
=====

County: Kings

Program(s): All

Name: Nina Bigley

Phone # (209) 582-3211 Ext 4473

FAX # (209) 584-2749

Address: Kings County Human Services Agency
1200 South Drive
Kings County Government Center
Hanford, CA 93203
=====

County: Lake

Program(s): All

Name: Esther Gould

Phone # (707) 262-3218

FAX # (707) 262-3204

Address: Lake County Department of Social Services
P.O. Box 190
Lakeport, CA 95453
=====

County: Lassen

Program(s): All

Name: Sandy Jonas

Phone # (916) 251-8336

FAX # (916) 251-8370

Address: Lassen County Welfare Department
P.O. Box 1359
Susanville, CA 96130-9902
=====

=====
County: Los Angeles

Program(s): All

Name: SEE ATTACHED TRUSTLINE CONTACT LIST
=====

County: Madera

Program(s): All

Name: Jeanne Welton

Phone # (209) 675-2368

FAX # (209) 675-7690

Address: Madera County Dept. of Public Welfare
P.O. Box 569
Madera, CA 93639
=====

County: Marin

Program(s): All

Name: Linda Saunders

Phone # (415) 499-6139

FAX # (415) 507-4148

Address: Marin County Office of Employment and Training
555 Northgate Dr., Ste. B
San Rafael, CA 94903
=====

County: Mariposa

Program(s): All

Name: Nancy Bell

Phone # (209) 966-0601

FAX # (209) 966-5943

Address: Mariposa County Department of Human Services
Social Services Division
P.O. Box 7
Mariposa, CA 95338
=====

=====
County: Mendocino

Program(s): All

Name: Bob Brumback

Phone # (707) 463-7750

FAX # (707) 463-4688

Address: Mendocino County Department of Social Services
747 South State Street
P.O. Box 1060
Ukiah, CA 95482

=====

County: Merced

Program(s): TCC, SCC

Name: Phil Flores

Phone # (209) 385-3000 EXT 5465

Program(s): GAIN, NET

Name: Arthur Boyd

Phone # (209) 385-3000 EXT 5362

FAX # (209) 383-6925

Address: Merced County Human Services Agency
2115 W. Wardrobe Avenue
P.O. Box 112
Merced, CA 95341-0112

=====

County: Modoc

Program(s): All

Name: Jeri Standley

Phone # (916) 233-6428

FAX # (916) 233-5046

Address: Modoc County
Department Of Social Services
GAIN Office
120 S. Main Street
Alturas, CA 96101

=====

=====
County: Mono

Program(s): All

Name: Chuck Spencer

Phone # (619) 934-8012

FAX # (619) 924-5431

Address: Mono County Department of Social Services
P.O. Box 2969
Mammoth Lakes, CA 93546
=====

County: Monterey

Program(s): All

Name: Patsy VanAernam

Phone # (408) 755-4454

FAX # (408) 755-8476

Address: Monterey County Department of Social Services
GAIN Program
1000 South Main Street, Suite 208
Salinas, CA 93901
=====

County: Napa

Program(s): All

Name: Judy Brian

Phone # (707) 253-4389

FAX # (707) 253-4895

Address: Napa County Health and Human
Services Agency
Employment Training Office
2447 Old Sonoma Road
Napa, CA 94558-6006
=====

County: Nevada

Program(s): All

Name: Susan Nobles

Phone # (916) 272-3190

FAX # (916) 272-3176

Address: Nevada County Department of Public
Social Services
960 McCourney Road, Suite A
Grass Valley, CA 95949
=====

=====
County: Orange

Program(s): All

Name: Frank Vasquez

Phone # (714) 435-4663

FAX # (714) 435-4650

Address: Orange County Social Services Agency
1928 S. Grand
Santa Ana, CA 92705
=====

County: Placer

Program(s): All

Name: Fred Lowe

Phone # (916) 889-6967

FAX # (916) 652-3952

Address: Placer County Welfare Department
GAIN Program
3268 Penryn Road
P.O. Box 487
Penryn, CA 95663
=====

County: Plumas

Program(s): All

Name: Susan Rhodes

Phone # (916) 283-6350

FAX # (916) 283-6368

Address: Plumas County Department of Social Services
Courthouse Annex
Hwy 70, P.O. Box 360
Quincy, CA 95971
=====

County: Riverside

Program(s): GAIN

Name: Pat Virzi

Phone # (909) 358-3285

FAX # (909) 358-3383

Address: Riverside County Department of
Public Social Services
4060 County Circle Drive
Riverside, CA 92503
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County: Riverside

Program(s): SCC, TCC and CAAP

Name: Leslie Escoto

Phone # (909) 358-3043

FAX # (909) 358-3036

Program(s): NET

Name: Viola Lindsey

Phone # (909) 358-3052

FAX # (909) 358-3036

Address: Riverside County Department of
Public Social Services
4060 County Circle Drive
Riverside, CA 92503

=====
County: Sacramento

Program(s): GAIN, NET, and Cal-Learn

Name: Elizabeth Bell

Phone # (916) 732-9319

FAX # (916) 732-9326

Address: Sacramento County Department of Human Assistance
4990 Stockton Blvd
Sacramento, CA 95820

Program(s): SCC, TCC, and CAAP

Name: Peggy Keefe

Phone # (916) 978-2179

FAX # (916) 978-2191

Address: Sacramento County Department of Human Assistance
2433 Marconi Ave
Sacramento, CA 95821-4807

=====
County: San Benito

Program(s): All

Name: Kay Gibson

Phone # (408) 636-0148

FAX # (408) 637-9574

Address: San Benito County Health and Human Services Agency
1111 San Felipe Road, #206
Hollister, CA 95023

=====
County: San Bernardino

Program(s): All

Name: Penny Cox

Phone # (909) 387-8967

FAX # (909) 387-5340

Address: San Bernardino County Department of
Public Social Services
468 West Fifth Street Suite 110
San Bernardino, CA 92401
=====

County: San Diego

Program(s): All

Name: Gerlinde Topzand

Phone # (619) 338-2752

FAX # (619) 338-2778

Address: San Diego County Department
of Social Services
1255 Imperial Avenue (W405)
San Diego, CA 92101
=====

County: San Francisco

Program(s): All

Name: Kathleen Ciabaptoni

Phone # (415) 557-6309

FAX # (415) 557-5258

Address: Department of Social Services
City and County of San Francisco
170 Otis Street, 7th Floor
P.O. Box 7988
San Francisco, CA 94120
=====

County: San Joaquin

Program(s): All

Name: Lynette Norman

Phone # (209) 468-2021

FAX # (209) 468-1985

Address: San Joaquin Human Services Agency
P.O. Box 201056
Stockton, CA 95201-3006
=====

=====
County: San Luis Obispo

Program(s): All

Name: Betsy Alloway

Phone # (805) 781-1837

FAX # (805) 781-1846

Address: San Luis Obispo County Department
of Social Services
3701 South Higuera, Suite 102
P.O. Box 8119
San Luis Obispo, CA 93403-8119

=====
County: San Mateo

Program(s): All

Name: Vivianne Schupbach

Phone # (415) 599-3850

FAX # (415) 599-3960

Address: San Mateo County Human Services Agency
JTED Division
805 Veteran's Blvd., Ste. 310
Redwood City, CA 94063

=====
County: Santa Barbara

Program(s): ALL

Name: Denise Sky

Phone # (805) 346-8265

FAX # (805) 346-8366

Address: Santa Barbara County Department of Social Services
2125 South Centerpointe Parkway
Santa Maria, CA 93455
=====

=====
County: Santa Clara

Program(s): TCC, SCC, and CAAP

Name: Sandy Wade

Phone # (408) 441-5590

FAX # (408) 452-1976

Address: Santa Clara County Department of Social Services
1725 Technology Drive
San Jose, CA 95110

Program: GAIN, NET, Cal-Learn

Name: David Adams

Phone # (408) 928-3502

FAX # (408) 928-3501

Address: Santa Clara County Department of Social Services
591 North King Road, Bldg. 1670
San Jose, CA 95133

=====
County: Santa Cruz

Program(s): All

Name: Barbara Camarata

Phone # (408) 454-4417

FAX # (408) 454-4651

Address: Santa Cruz County Human Resources Agency
P.O. Box 1320
Santa Cruz, CA 95062

=====
County: Shasta

Program(s): SCC, TCC and CAAP

Name: Penny Smith

Phone # (916) 225-5720

FAX # (916) 225-5087

Address: Shasta County Dept. of Social Services
P.O. Box 496005
Redding, CA 96049-6005

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=====
County: Shasta (continued)

Program: GAIN, NET, Cal-Learn

Name: Julie Marvin

Phone # (916) 225-5028

FAX # (916) 225-5010

Address: Shasta County Department of Social Services
1400 California Street
Redding, CA 96001
=====

County: Sierra

Program(s): All

Name: Lori Wright

Phone # (916) 993-6720

FAX # (916) 993-6741

Address: Sierra County Social Services
P.O. Box 1019
Loyalton, CA 96118
=====

County: Siskiyou

Program(s): All

Name: Joie Stover

Phone # (916) 842-8720

FAX # (916) 842-8382

Address: Siskiyou County Human Services
Room 4, Courthouse
Yreka, CA 96097
=====

County: Solano

Program(s): All

Name: Shirley Lantrip

Phone # (707) 421-7536

FAX # (707) 421-7535

Address: Solano County Health & Social Services Dept.
1735 Enterprise Drive, Ste. 332
Fairfield, CA 94533
=====

=====
County: Sonoma

Program(s): NET, Cal-Learn and GAIN

Name: Roy Redlich

Phone # (707) 527-2730

FAX # (707) 527-2111

Program(s): SCC, TCC and CAAP

Name: Greg Varley

Phone # (707) 527-2524

FAX # (707) 527-2929

Address: Sonoma County Human Services Department
P.O. Box 1539
Santa Rosa, CA 95402-1539

=====
County: Stanislaus

Program(s): All

Name: Carol Jo Hargreaves

Phone # (209) 558-2310

FAX # (209) 558-2558

Address: Stanislaus County Dept. of Social Services
District J2A
P.O. Box 42
Modesto, CA 95353-0042

=====
County: Sutter

Program(s): All

Name: Maureen Easton

Phone # (916) 741-7133

FAX # (916) 741-7213

Address: Sutter County Department of Welfare
and Social Services
P.O. Box 1535
Yuba City, CA 95992
=====

=====
County: Tehama

Program(s): All

Name: Elaine Decker

Phone # (916) 527-5476

FAX # (916) 527-5410

Address: Tehama County GAIN
958 Washington St.
Red Bluff, CA 96080

=====
County: Trinity

Program(s): All

Name: Greg Pomerleau

Phone # (916) 623-1394

FAX # (916) 623-3480

Address: Trinity County Department of Human Services
Highway 299 & Court Street
P.O. Box 218
Weaverville, CA 96093

=====
County: Tulare

Program(s): GAIN, NET and Cal-Learn

Name: Katie Wallace

Phone # (209) 733-6984

FAX # (209) 733-6896

Address: Tulare County Department of Social Services
GAIN Program
113 N. Church Street, Ste. 501
Visalia, CA 93291

Program(s): SCC, TCC and CAAP

Name: Sondra Turman

Phone # (209) 733-6142

FAX # (209) 733-6599

Address: Tulare County Department of Public Social Services
100 E. Center Street
P.O. Box 671
Visalia, CA 93279
=====

=====
County: Tuolumne

Program(s): All

Name: Jeannine Thomas

Phone # (209) 533-7304

FAX # (209) 533-5714

Address: Tuolumne County Department
of Social Services
20075 Cedar Road North
Sonora, CA 95370
=====

County: Ventura

Program(s): All

Name: Ruth Vomund

Phone # (805) 652-7879

FAX # (805) 652-7520

Address: Ventura County Public Social Services Agency
505 Poli Street
Ventura, CA 93001
=====

County: Yolo

Program(s): SCC

Name: Beverly Sira

Phone # (916) 661-2771

FAX # (916) 661-2847

Program(s): GAIN, CAAP, TCC and Cal-learn

Name: Elaine Sturm

Phone # (916) 661-2750 Ext 4091

FAX # (916) 661-2847

Address: Yolo County Department of Social Services
120 W. Main Street
Woodland, CA 95695
=====

County: Yuba

Program(s): All

Name: Linda Askew

Phone # (916) 749-6232

FAX # (916) 749-6244

Address: Yuba County Welfare Department
6000 Lindhurst Ave., Ste. 104
Marysville, CA 95901
=====

TRUSTLINE COORDINATORS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES

No.	Name	Address	Contact/Fax #
02	Glendale	225 E. Broadway, Glendale 91205	Annette Becker (818) 247-9008
03	Pasadena	955 N. Lake Ave., Pasadena 91104	George Movsessian (818) 797-5662
04	El Monte	3405 Rio Hondo Ave., El Monte 91731	Enid Meraz (818) 307-0194
05	Belvedere	5445 Whittier Blvd., Los Angeles 90022	Maria Lopez (213) 728-6540
06	Cudahy	8130 S. Atlantic Ave., Cudahy 90201	Monica Gonzales (213) 560-0575
09	W. Los Angeles	11390 West Olympic Blvd., Los Angeles 90059	Thomas Murphy (310) 473-3871
11	East Valley	14550 Lanark Street, Panorama City 91402	Binh Nguyen (818) 785-9578
12	Exposition Park	3965 S. Vermont Ave., Los Angeles 90037	Naomi Thomas (213) 734-7362
13	Metro Family	2615 S. Grand Ave., Los Angeles 90007	Carole Price (213) 746-9587
15	Metro East	2855 E. Olympic Blvd., Los Angeles 90023	Lil Tiblow (213) 780-6149
17	Florence	1740 E. Gage Ave., Los Angeles 900001	Cheryl Williams (213) 589-1457
20	San Gabriel Valley	3403 Rio Hondo Ave., El Monte 91731	Shu Wu Tong (818) 307-0684
26	Compton	211 E. Alondra Blvd., Compton 90220	Sovanara Ngov (310) 764-2604
27	South Central	10728 S. Central Ave., Los Angeles 90059	Connie Harrison (213) 567-5532
31	South Family	17600 "A" Rancho Dominguez, Long Beach 90807	Leola Britt (310) 764-2541

34	Lancaster	349-B East Avenue K-6, Lancaster 93535	Cheryl Corral (805) 723-4017
36	Pomona	2040 W. Holt Ave., Pomona 91768	Ilene Guerrero (909) 865-5455
38	Metro North	2910 W. Beverly Blvd., Los Angeles 90057	Nurhan Pirim (213) 738-3838
40	Norwalk	12727 Norwalk Blvd., Norwalk 90650	Jackie Hedy (310) 864-9621
51	Santa Clarita	27233 Camp Plenty Road, Canyon County 91351	C. Sharp (805) 250-1446
62	Paramount	1215 E. San Antonio Drive, Long Beach 90807	Tina McGregory (310) 423-2341
63	Hawaiian Gardens	12223 E. Carson Street, Hawaiian Gardens 90716	Dee Becerra (310) 402-4451
66	Lincoln Heights	4077 N. Mission Blvd., Los Angeles 90032	Gus Hernandez (213) 222-8176
82	West Valley	9035 Canoga Ave., Canoga Park 91304	Rosalia Montoya (818) 718-3525
83	Southwest Family	923 E. Redondo Blvd., Inglewood 90302	Noraniece Allen (310) 419-5521

LOS ANGELES COUNTY

TRUSTLINE CONTACT LIST FOR GAIN

<u>GAIN OFFICE</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
Region II	14355 Roscoe Panarama City, CA 91402	DEANDRA BARAJAS	(818) 895-7830
Region III	3629 Santa Anita Av. El Monte, CA 91731	Costeina Hall-Daniels	(818) 350-8697
Region IV	1500 S. Figueroa Los Angeles, CA 90015	Terri Norwood	(213) 765-6031
Region V	2959 Victoria Rancho Dominguez, CA 90221	Betty Randall	(310) 603-8552
Region VI	5460 Bandini Bell, CA 90201	Jack Every	(213) 881-5368

TRUSTLINE CONTACT LIST FOR CAL-LEARN - Fingerprint & Application Problems only

<u>AFLP</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
AltaMed Health Services Corp	512 S. Indiana 2nd Fl Los Angeles, Ca 90063	Linda Vernon	(213) 980-3050
Antelope Valley Community College	3041 West Av., K Lancaster, CA 93536	Pam Ford	(805) 943-3241 x297
Childrens Hospital Los Angeles	4610 E. Hollywood Bl. Los Angeles, CA 90027	Paulette Teresa	(213) 660-7433
El Nido Family Centers	12714 S. Avalon #101-A Los Angeles, CA 90061	Stacy Banks	(213) 575-0101
Foothill Family Services	118 S. Oak Knoll Av. Pasadena, CA 91101	Leticia Walton	(818) 795-6907
Youth and Family Center	101 N. La Brea Inglewood, CA 90301	Eula Jordan	(310) 671-1222

NOTE: ALL TRUSTLINE NOTICES OF APPROVAL OR DENIAL ARE TO BE SENT TO THE GAIN OFFICE LISTED IN THE COUNTY SECTION OF THE TRUSTLINE APPLICATION